

**IMPORTANT DATES FOR
MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP) &
RACINE PARENTAL CHOICE PROGRAM (RPCP) &
WISCONSIN PARENTAL CHOICE PROGRAM (WPCP) SCHOOLS
FEBRUARY 2015 TO JUNE 2016**

Please note that the dates listed below are subject to statutory and administrative rule change.

February 2, 2015

- Deadline for DPI to receive the 2015-16 Notice of School's Intent to Participate form, random selection agreement, letter on student rights and auditor fee from private schools in order to be eligible to participate in the program in the 2015-16 school year.
- Deadline for private schools to submit the completed 2nd Friday in January 2014-15 enrollment report using the on-line application system.
- Deadline for private schools to mark in OAS choice students that remained on the school's waiting list on the 2nd Friday in January count date.
- The summer school questionnaire is due at DPI, **IF** your school is interested in offering a summer school program during the summer of 2015.
- Deadline for **new** 2015-16 schools to submit their 2015-16 Hours of Instruction Report.

February 15, 2015

- All schools with a surety bond must provide a budget and cash flow report and updated turnaround plan by this date to DPI.

February 25, 2015

- DPI sends out the February state aid payments to eligible choice schools by Spee-Dee Delivery Service based on each school's 2nd Friday in January membership report, corresponding class list and eligible applications on file at DPI.

February 26, 2015

- Spee-Dee Delivery Service should deliver the February state aid payments sent to eligible choice schools.

March 1, 2015

- **New** 2015-16 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit a copy of their validated application for the school's certificate of occupancy.

- If applicable, **new** 2015-16 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit a copy of their validated application to the Board of Zoning Appeals.

April 20, 2015

- Last day for parents to submit an online application and all required income and residency documentation to schools participating in the Wisconsin Parental Choice Program (WPCP).

May 1, 2015

- Deadline for WPCP schools to report to DPI using OAS the names of eligible students that have applied to attend the school.
- Continuing schools must submit their hours of instruction for the 2015-16 school year, if not already submitted.
- Deadline for all **new** 2015-16 schools to:
 - Submit the notarized initial assurances form with required attachments;
 - Submit the budget and cash flow report; and
 - Participate in DPI approved fiscal management training.
- Deadline for **new** 2015-16 schools located in the city of Milwaukee, not offering summer school, to:
 - Submit a copy of their validated application for the school's certificate of occupancy; and
 - Submit a copy of their validated application to Board of Zoning Appeals, if applicable.
- Deadline for **new** 2015-16 schools offering summer school instruction to:
 - Submit to the DPI a current certificate of occupancy that certifies the building and facilities meet all school codes;
 - Submit a copy of the school's certificate of insurance or other evidence of having obtained the minimum insurance coverage as required under program rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and
 - Obtain a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees.

May 15, 2015

- Due date for schools offering summer school instruction to submit a list and description of the school's summer school instruction for required review by DPI.
- Deadline for schools to submit a **revised** Hours of Instruction report for the 2014-15 school year if there were unplanned schedule changes, such as "snow days." Schools must add additional hours or days if necessary to meet the minimum hours of instruction before the end of the 2014-15 school year. Schools may not shorten the school year.

May 27, 2015

- DPI sends out the May state aid payments to eligible schools by Spee-Dee Delivery Service based on each school's 2nd Friday in January membership report.

May 28, 2015

- Spee-Dee Delivery Service should deliver the May state aid payments sent to eligible choice schools.

June 30, 2015

- Schools must submit a report, using the online application system, to DPI that provides evidence that the school has met at least one of the four standards in the 2014-15 school year for continuing eligibility for the program in 2015-16.
- Schools must submit to DPI, using the on-line application system, the number of accepted and nonaccepted applications for the 2014-15 school year.
- This date also marks the end of the 2014-15 fiscal year for purposes of the 2014-15 FIR that is due at DPI by September 1, 2015.

July 1, 2015

- Continuing schools must complete their 2015-16 budget by this date. The budget does not need to be provided to the department unless specifically requested but will be reviewed by the school's auditor when completing the Fiscal and Internal Control Practices Report.
- All schools with a surety bond must provide a budget and cash flow report and updated turnaround plan by this date to DPI.

July 2015

- Training offered to private schools meeting the definition of "[New private school](#)" wishing to apply to participate in the choice program for the 2016-17 school year. These schools will have to provide specific documents/information to the DPI by August 1, 2015. Details for this are provided in another document.

August 1, 2015

- Deadline for private schools meeting the definition of "[New private school](#)" wishing to apply to participate in the choice program for the 2016-17 school year to submit their initial application materials. Details for this requirement are provided in another document.
- Deadline for **new** schools, not offering summer school instruction, to:
 - Submit to the DPI a current certificate of occupancy that certifies the building and facilities meet all school codes;
 - Submit a copy of the school's certificate of insurance or other evidence of having obtained the minimum insurance coverage as required under program rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant;
 - Obtain a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees; and
 - Provide documentation of preaccreditation (MPCP and RPCP only)

- All MPCP and RPCP schools must submit to DPI, using the on-line application system, copies of eligible choice student applications accepted during the school's February through July open application periods.
- All schools must submit to DPI the following using the DPI provided form.
 - The name, address and telephone number of the private school and the name of one or more contact persons at the school.
 - A list of the names of the members of the school's governing body and of the school's shareholders, if any.
 - A signed statement from each individual who is a member of the private school's governing board verifying that the individual is a member of the governing board.
 - A notice stating whether the private school is an organization operated for profit or not for profit. If the private school is a nonprofit organization, the private school must also provide the applicant with a copy of its 501(c)3 issued by the IRS.
 - A copy of the appeals process used if the private school rejects the applicant.
 - A copy of the private school's policy specifying criteria for granting a high school diploma. The criteria must include the pupil's academic performance and the recommendations of teachers.
 - A copy of the non-harassment policy used by the private school, together with the procedures for reporting and obtaining relief from harassment.
 - A copy of the suspension and expulsion policies and procedures, including procedures for appealing a suspension or expulsion, used by the private school.
 - A copy of the policy used by the private school for accepting or denying the transfer of credits earned by a pupil attending the private school for the satisfactory completion of coursework at another school.
 - A copy of the policy governing visitors and visits to the school developed by the school.
 - A copy of the academic standards adopted by the private school.
- Continuing schools must provide the following information in OAS:
 - The number of choice pupils attending the private school in the previous school year.
 - The number of non-choice pupils attending the private school in the previous school year.
- Continuing schools must provide for each of the previous 5 years the private school participated in the program, all of the following by submitting it in the on-line application system.
 - The number of choice and non-choice pupils who attended the school in 12th grade and the number of those pupils that graduated.
 - The number of choice and non-choice pupils who attended the school in 8th grade and the number of those pupils that advanced to 9th grade.
 - The number of choice and non-choice pupils who attended the school in 4th grade and the number of those pupils that advanced to 5th grade.
- Continuing schools must provide pupil scores on all standardized tests administered under s. 119.23 (7)(e)1.Wis. Stat. for the previous school year.

September 1, 2015

- Continuing schools must submit to DPI their FIR for the 2014-15 school year and their January 2015 enrollment audit.
- MPCP and RPCP schools must submit, using the on-line application system, copies of choice applications accepted during the August open application period. Any eligible applications submitted after September 1st for pupils enrolled on the 3rd Friday of September will not generate a state aid payment until November.
- All schools submit, using the on-line application system, the September 1 enrollment report to the DPI to generate a September state aid payment for those pupils.

September 2015

- The MPCP, RPCP and WPCP pupil assignment councils hold their first 2015-16 meetings at a time and location yet to be determined. Schools are reminded that it is important to have a representative at each meeting as important information is disseminated.

September 18, 2015

- Schools take the 3rd Friday in September count of choice pupils enrolled in their school and start preparing, using the on-line application system, the 3rd Friday count report.

September 29, 2015

- DPI sends out the September state aid payments to eligible schools by Spee-Dee Delivery Service, based on each school's eligible applications and corresponding class list submitted to DPI by September 1, 2015.

September 30, 2015

- Spee-Dee Delivery Service should deliver the September state aid payments sent to eligible choice schools.

October 1, 2015

- The completed on-line application system 3rd Friday in September membership report, corresponding class list by grade level and last name, and any applications for those enrolled choice pupils not submitted by September 1st must be completed in the on-line application system.

October 15, 2015

- The continuing eligibility report form, indicating the criteria to be used in meeting one or more of the four standards for continuing eligibility the school will meet in the 2015-16 school year, is due at DPI. This report is submitted by using the on-line application system.
- Schools must submit the dates of their two required meetings at which members of the governing body of the school will be present and at which all pupils and the parents or guardians of all pupils applying to attend the school or attending the school may meet and communicate with board members. At least 30 days before the scheduled meeting date, schools must notify, in writing, each pupil or the parent or

guardian of a minor pupil applying to attend or attending the school of the meeting date, time and place.

- Deadline for all private schools in Wisconsin to complete the PI-1207 Private School Report, using a link emailed to each school from the DPI Data Management and Reporting Team.
- Schools that offered summer school in the summer of 2015 must submit the summer school program report to DPI by this date in order to receive state funding.
- Teacher waiver updates are due from teachers who were granted a five year waiver from the requirement to have a bachelor's degree from an accredited institution.

October-November 2015

- Schools will be required to administer WKCE Science and Social Studies tests during a specific testing window to be announced.

November 1, 2015

- New schools must submit their revised budget and cash flow form to the DPI.

November 24, 2015

- DPI sends out the November state aid payments to schools by Spee-Dee Delivery Service based on each school's 3rd Friday in September membership report.

November 25, 2015

- Spee-Dee Delivery Service should deliver the November state aid payments sent to eligible choice schools.

December 15, 2015

- Deadline for all participating schools to submit the 3rd Friday in September enrollment audit and the fiscal and internal control practices report.

By Mid December 2015

- DPI publishes the following documents for the 2016-17 school year: (1) the Notice of School's Intent to Participate, (2) student rights letter, (3) student application form, (4) auditor fee form, and (5) a suggested random selection agreement.

December 31, 2015

- Deadline for schools **new** to the program in the 2015-16 school year to apply for accreditation.
- Deadline for schools that participated in the program in the 2012-13 school year to achieve accreditation.
- Deadline for schools that were accredited or approved for PAVE scholarships for the 2005-06 school year to achieve full accreditation from an accrediting institution.

January 8, 2016

- Schools take the 2nd Friday in January count of choice pupils enrolled in their school and prepare using the on-line application system a corresponding class list of choice pupils by last name within each grade level.

January 15, 2016

- Deadline for all schools that are fully accredited to provide the department with evidence demonstrating that the school remains accredited for the current school year.

February 1, 2016

- Deadline for DPI to receive the 2016-17 Notice of School's Intent to Participate form, random selection agreement, letter on student rights and auditor fee from private schools in order to be eligible to participate in the program in the 2016-17 school year.
- Deadline for private schools to submit the completed 2nd Friday in January 2015-16 enrollment report using the on-line application system.
- Deadline for private schools to mark in OAS choice students that remained on the school's waiting list on the 2nd Friday in January count date.
- The summer school questionnaire is due at DPI, **IF** your school is interested in offering a summer school program during the summer of 2016.
- Deadline for **new** 2016-17 schools to submit their 2016-17 Hours of Instruction Report.

February 15, 2016

- All schools with a surety bond must provide a budget and cash flow report and updated turnaround plan by this date to DPI.

February 25, 2016

- DPI sends out the February state aid payments to eligible schools by Spee-Dee Delivery Service based on each school's 2nd Friday in January membership report, corresponding class list and eligible applications on file at DPI.

February 26, 2016

- Spee-Dee Delivery Service should deliver the February state aid payments sent to eligible choice schools.

Spring 2016

- Schools will be required to administer the new Smarter Balanced and ACT assessments during a specific testing window to be announced.

March 1, 2016

- **New** 2016-17 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit a copy of their validated application for the school's certificate of occupancy.
- If applicable, **new** 2016-17 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit a copy of their validated application to the Board of Zoning Appeals.

May 1, 2016

- Continuing schools must submit their hours of instruction for the 2016-17 school year, if not already submitted.

- Deadline for all **new** 2016-17 schools to:
 - Submit the notarized initial assurances form with required attachments;
 - Submit the budget and cash flow report; and
 - Participate in DPI approved fiscal management training.
- Deadline for **new** 2016-17 schools located in the city of Milwaukee, not offering summer school, to:
 - Submit a copy of their validated application for the school's certificate of occupancy; and
 - Submit a copy of their validated application to Board of Zoning Appeals, if applicable.
- Deadline for **new** 2016-17 schools offering summer school instruction to:
 - Submit to the DPI a current certificate of occupancy that certifies the building and facilities meet all school codes;
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May 15, 2016

- Due date for schools offering summer school instruction to submit a list and description of the school's summer school instruction for required review by DPI.
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May 26, 2016

- DPI sends out the May state aid payments to eligible schools by Spee-Dee Delivery Service based on each school's 2nd Friday in January membership report.

May 27, 2016

- Spee-Dee Delivery Service should deliver the May state aid payments sent to eligible choice schools.

June 30, 2016

- Schools must submit a report to DPI by this date that provides evidence that the school has met at least one of the four standards in the 2015-16 school year for continuing eligibility for the program in 2016-17.
- Schools must submit to DPI, using the on-line application system, the number of accepted and nonaccepted applications for the 2015-16 school year.
- This date also marks the end of the 2015-16 fiscal year for purposes of the 2015-16 FIR that is due to DPI by September 1, 2016.